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# Electronic Funds Transfer LOUISIANA GUIDELINES

Cynthia J. Bridges, Secretary

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R-20201 (8/07)



# Louisiana Electronic Funds Transfer (EFT) Guidelines

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## Electronic Funds Transfer (EFT) Tax Payment Requirements

Louisiana Revised Statute 47:1519 authorizes the Louisiana Department of Revenue to require electronic payments from taxpayers whose individual payments exceed \$20,000. R.S. 47:1519 was amended in 2003 to reduce the \$20,000 average payment amount. Starting with any taxable filing period that begins January 1, 2004 through December 31, 2005, the average payment threshold was reduced to \$15,000. For filing periods that begin January 1, 2006 through December 1, 2007, the average payment threshold is reduced to \$10,000. And finally, for filing periods that begin on or after January 1, 2008, the average payment threshold is reduced to \$5,000.

Mandated Thresholds	
Taxable Period	Mandatory EFT Threshold Amount
On or before December 31, 2003	\$ 20,000.00
January 1, 2004 through December 31, 2005	\$ 15,000.00
January 1, 2006 through December 31, 2007	\$ 10,000.00
January 1, 2008 or after	\$ 5,000.00

The Electronic Funds Transfer (EFT) payment is a requirement under any of the following circumstances:

1. The tax due in connection with the filing of any return, report or other document exceeds the mandatory EFT threshold amount shown for the taxable periods shown in the table above.
2. A taxpayer files tax returns more frequently than monthly, and during the preceding 12-month period, the average total payment exceeds the mandatory EFT threshold amount as shown in the table above.
3. A company files withholding tax returns and payments on behalf of other taxpayers during the preceding 12-month period, the average total payments for all tax returns filed exceed the mandatory EFT threshold amount(s) for the taxable periods shown.

In lieu of making electronic payments, a taxpayer may choose to deliver immediately investable funds (See Appendix IV.) to the Department in person or by courier on or before the close of business on the due date of the return. **Fed-Wire payments may be used in emergencies only and require prior approval from the Louisiana Department of Revenue.** Failure of the taxpayer to meet the transmission deadline does not constitute an emergency.

Taxpayers whose payment amounts do not fall within the mandated thresholds may volunteer to pay electronically, provided the Department is prepared to accept electronic payments for the tax type requested. Anyone participating in the program voluntarily must comply with all the regulations associated with making electronic payments.

### Scope of the Program Guide

This program guide is not intended to be a complete explanation of the rules and regulations of the National Automated Clearinghouse Association (NACHA). It is intended to cover only the specific requirements of the Louisiana Department of Revenue's Electronic Funds Transfer Program. A complete set of rules and regulations for the Automated Clearinghouse Network is available from:

National Automated Clearinghouse Association  
13665 Dulles Technology Drive, Suite 300  
Herndon, VA 20171  
1-800-487-9180  
[www.nacha.org](http://www.nacha.org)

This guide is designed to be used for all taxes administered by the Louisiana Department of Revenue.

### Available Assistance

Questions should be addressed to the Taxpayer Services Division at (225) 219-2203.

# Taxpayer Responsibility

## Timeliness of Payments

A timely transaction must be initiated and posted as immediately available funds (collected funds) to the State of Louisiana's bank account on or before the due date of the payment. The impact of prescribed Automated Clearing-house Association (ACH) time frames and nightly cycles, as well as the impact of weekends and holidays, must be considered. If the taxpayer elects to use the ACH payment method, the taxpayer is responsible for ensuring that the bank originating the transaction has the information necessary for timely completion of the transaction.

## Payment Due Dates

Louisiana Administrative Code 61:I.4910.E.1 provides that payments transmitted electronically will be considered timely paid if the payment transaction's confirmation time and date stamp is on or before the due date. However, if the payment is not timely paid, the date of receipt by the Secretary will govern for purposes of determining the amount of any late payment penalties.

## Tax Return Filing Requirements

The requirement to make a payment to the Louisiana Department of Revenue using the EFT Program does not change any current filing requirements for tax returns. Tax returns must still be timely filed.

**Exception: If an electronic payment is made for withholding tax and the payment represents the tax due, a paper tax return should not be filed. However, if the payment includes interest and penalties, a paper return must be filed showing the tax, interest, and penalties paid. Otherwise, the payment amount will be considered the tax amount due. Paper returns are required for the annual reconciliations (L-3s).**

Taxpayers must boldly and legibly print on the face of the return that payment was made using EFT.

Returns for which EFT payments are made must be mailed to the following address:

Louisiana Department of Revenue  
EFT Processing  
P. O. Box 4018  
Baton Rouge, LA 70821-4018

## Penalties

If the EFT payment is not timely made or if the required tax return is not filed by the due date, the provisions for late payment penalties, late filing penalties, interest, and loss of applicable discount shall apply under the provisions of R.S. 47:1601 through 1602.

## Proof of Payment

When a taxpayer uses the ACH Credit payment method, the taxpayer's bank is the originating bank. The taxpayer is responsible for the accuracy and proper completion of the transaction. In order to prove timely compliance, the taxpayer must show timely initiation of the transaction, provide the correct information for the NACHA CCD+ entry and the required TXP Banking Convention Addenda Record, show that there were sufficient funds in the account, and show that the financial institution properly completed the transaction in a timely manner.

In order to prove timely compliance, taxpayers using the ACH Debit payment method must furnish the verification number provided at the time of the transaction. No penalties shall apply with respect to the payment if the Department can verify that the taxpayer completed the transmission timely.

When delivering immediately investable funds to the Department, the person making the delivery should ask for a receipt. This receipt should be kept as proof that the funds were received. If it is later determined that the remittance is not in the form of immediately investable funds, the payment will be considered late and the penalties described above will apply.

## **Payments Under Protest**

A separate transmission must be made for any amounts being paid under protest.

If a payment is made under protest, written documentation must be submitted to the Department in one of the following forms:

1. A notation on the return of the amount being paid under protest.
2. An attachment to the return notating the amount being paid under protest.
3. A separate letter documenting the amount being paid under protest. Be sure that any documentation submitted is properly identified with the tax type, Revenue account number, and tax period.

The amount remitted under protest will be held in an escrow account for 30 days from the date of the payment. If the taxpayer files suit for recovery of the tax within 30 days, the funds will continue to be held in escrow. If the taxpayer fails to timely file suit for recovery, the funds will be deposited in general funds at the end of the 30-day period.

Taxpayers paying by ACH Credit should identify payments under protest by inserting a “U” in the amount type field of the free form addenda record. Taxpayers paying by ACH Debit will be prompted for the identification of any payments being made under protest. Detailed instructions for each communication method are included in Appendix III.

## **Prenotifications**

It is recommended that prenotifications be submitted prior to the first live ACH Credit transmission to ensure that the data can be processed. They should be submitted with a taxpayer addenda record. This allows us to review the format and notify the taxpayer of any errors prior to live data being transmitted.

Prenotifications are not required under the ACH Debit payment method. The taxpayer may submit a test transmission by following the procedures described in Appendix III.

## **Correcting Erroneous EFT Payments**

Errors in the ACH Debit process may be corrected through the payment processor if done the same day. Detailed instructions are included in Appendix III. ACH Debit errors not corrected within that time frame will result in either an underpayment or an overpayment of the tax.

Once an ACH Credit transmission has been made, it cannot be changed. ACH Credit errors will result in either an underpayment or an overpayment of the tax.

If the taxpayer error involves an overpayment of tax, the taxpayer should apply for a refund. The Department will make every effort to expedite a refund requested by the taxpayer to correct an EFT payment error.

Underpayments must be corrected by the taxpayer immediately to alleviate any penalties. If the taxpayer error involves an underpayment of tax, the taxpayer must initiate an ACH Debit or Credit payment, whichever is applicable, for the amount of the underpayment.

## Holidays and Weekends

Louisiana Administrative Code 61:1.4910.E.3 provides that when the statutory filing due date, without regard to extensions, falls on a Saturday, Sunday, Federal Reserve holiday, or legal State of Louisiana holiday, the payment is due on or before the next business day.

**Please consider the following holiday schedules to determine when you must initiate an ACH transaction for timely settlement on a tax due date. Financial institution holidays in your area may vary.**

### Federal Reserve Holidays – Louisiana Banks

New Year's Day .....	January 1
Martin Luther King Jr.'s Birthday .....	3 <sup>rd</sup> Monday in January
President's Day .....	3 <sup>rd</sup> Monday in February
Memorial Day .....	Last Monday in May
Independence Day .....	July 4
Labor Day .....	1 <sup>st</sup> Monday in September
Columbus Day .....	2 <sup>nd</sup> Monday in October
Veterans' Day .....	November 11
Thanksgiving Day .....	4 <sup>th</sup> Thursday in November
Christmas Day .....	December 25

### Legal Holidays – Louisiana State Offices

The Louisiana Department of Revenue is closed for the following holidays. Assistance will not be available for EFT payments.

New Year's Day .....	January 1
Martin Luther King Jr.'s Birthday .....	3 <sup>rd</sup> Monday in January
Inauguration Day .....	Every four years - Baton Rouge only
Mardi Gras Day .....	Tuesday before Ash Wednesday (South Louisiana only)
Good Friday .....	Friday before Easter Sunday
Memorial Day .....	Last Monday in May (must be proclaimed)
Independence Day .....	July 4
Labor Day .....	1 <sup>st</sup> Monday in September
General Election Day .....	Designated date in November (every two years)
Veterans' Day .....	November 11
Thanksgiving Day .....	4 <sup>th</sup> Thursday in November
Acadian Day .....	Day after Thanksgiving (must be proclaimed)
Christmas Day .....	December 25

When holidays fall on a Saturday, the previous Friday may be observed. When holidays fall on a Sunday, the following Monday may be observed. The day after Thanksgiving is usually declared a holiday.

## Zero Payments

No EFT payment is due to the Louisiana Department of Revenue if the total tax payment amount is zero (0) or a refund is due. However, this does not change any current filing requirements for tax returns. The tax return is due to the Louisiana Department of Revenue on or before the appropriate due date.

Withholding taxpayers who are using their electronic transmission as a substitute for a paper return must submit a zero payment transmission or file a zero return.

## **Voluntary Participation in the EFT Tax Payment Program**

Taxpayers not mandated to make EFT payments may request to do so voluntarily (restricted to taxes listed in Appendix I).

Taxpayers electing to make voluntary EFT payments are subject to the rules of the Louisiana EFT Program.

Written applications for voluntary participation in the EFT Program must be filed with the Department with a requested implementation date. Voluntary payers may not begin paying electronically until they have been notified by this Department of an official effective date.

Requests for voluntary participation must be directed to:

Louisiana Department of Revenue  
EFT Processing  
Post Office Box 4018  
Baton Rouge, Louisiana 70821-4018

## **Relief of the EFT Tax Payment Requirement**

Any taxpayer required by the Louisiana Department of Revenue to use the EFT method to make payments for a tax may apply to the Department to be relieved of the requirement if it appears that the taxpayer no longer meets the criteria for mandatory EFT payments. This should be done in writing to the Taxpayer Services Division outlining the reasons and requesting that the account be reviewed. Requests should be mailed to:

Louisiana Department of Revenue  
Taxpayer Services Division  
Post Office Box 201  
Baton Rouge, Louisiana 70821-0201



## Tax Type Codes

TAX DESCRIPTION	TAX CODE
<b>CORPORATION INCOME/FRANCHISE</b>	
Accounts receivable or audit payment.....	02001
Estimated income tax payment with or without extension .....	02100
Registration or payment with original or amended return .....	02200
<b>EXCISE</b>	
<b>Alcohol</b>	
Registration or payment with original or amended return .....	06401
Accounts receivable or audit payment.....	06402
<b>Beer</b>	
Registration or payment with original or amended return .....	06301
Accounts receivable or audit payment.....	06302
<b>Gasoline dealer</b>	
Registration or payment with original or amended return .....	05101
Accounts receivable or audit payment.....	05102
<b>Gasoline jobber</b>	
Registration or payment with original or amended return .....	05111
Accounts receivable or audit payment.....	05112
<b>Gasoline user</b>	
Registration or payment with original or amended return .....	05121
Accounts receivable or audit payment.....	05122
<b>Hazardous waste</b>	
Registration or payment with original or amended return .....	09001
Accounts receivable or audit payment.....	09002
<b>IFTA Licensees [companies]</b>	
Registration or payment with original or amended return .....	06101
Accounts receivable or audit payment.....	06102
<b>IFTA Jurisdictions [other states]</b>	
Registration or payment with original or amended return .....	06201
Accounts receivable or audit payment.....	06202
<b>Inspection and supervision</b>	
Registration or payment with original or amended return .....	15001
Accounts receivable or audit payment.....	15002
<b>Special fuels decals</b>	
Registration or payment with original or amended return .....	05221
Accounts receivable or audit payment.....	05222
<b>Special fuels supplier</b>	
Registration or payment with original or amended return .....	05201
Accounts receivable or audit payment.....	05202
<b>Special fuels user/Interstate Motor Fuel</b>	
Registration or payment with original or amended return .....	05211
Accounts receivable or audit payment.....	05212

<b>TAX DESCRIPTION</b>	<b>TAX CODE</b>
<b>Tobacco permits</b>	
Registration or payment with original or amended return .....	07321
Accounts receivable or audit payment.....	07322
<b>Tobacco</b>	
Registration or payment with original or amended return .....	07301
Accounts receivable or audit payment.....	07302
<b>Transportation and communication</b>	
Registration or payment with original or amended return .....	15011
Accounts receivable or audit payment.....	15012
<b>Wines Direct Shipper</b>	
Registration or payment with original or amended return .....	06601
Accounts receivable or audit payment.....	06602
<b>MOTOR FUELS</b>	
<b>Fuel Floor Stock</b>	
Registration or payment with original or amended return .....	05301
Accounts receivable or audit payment.....	05302
<b>Fuel Backup</b>	
Registration or payment with original or amended return .....	05401
Accounts receivable or audit payment.....	05402
<b>Terminal Operator (Monthly or Annual)</b>	
Registration or payment with original or amended return .....	05501
Accounts receivable or audit payment.....	05502
<b>Transporter</b>	
Registration or payment with original or amended return .....	05601
Accounts receivable or audit payment.....	05602
<b>Importer</b>	
Registration or payment with original or amended return .....	05701
Accounts receivable or audit payment.....	05702
<b>Distributor/Exporter/Blender</b>	
Registration or payment with original or amended return .....	05801
Accounts receivable or audit payment.....	05802
<b>Supplier/Permissive Supplier</b>	
Registration or payment with original or amended return .....	05901
Accounts receivable or audit payment.....	05902
<b>Aviation Fuel</b>	
Registration or payment with original or amended return .....	06001
Accounts receivable or audit payment.....	06002
<b>NATURAL GAS FRANCHISE TAX</b> .....	08220
<b>OILFIELD SITE RESTORATION (GAS)</b>	
Registration or payment with original or amended return .....	08211
Accounts receivable or audit payment.....	08212
<b>OILFIELD SITE RESTORATION (OIL)</b>	
Registration or payment with original or amended return .....	08111
Accounts receivable or audit payment.....	08112

TAX DESCRIPTION	TAX CODE
<b>SALES</b>	
<b>General Sales (R-1029)</b>	
Registration or payment with original or amended return .....	04101
Accounts receivable or audit payment .....	04102
<b>Automobile Rental Excise Tax (R-1329)</b>	
Registration or payment with original or amended return .....	04111
Accounts receivable or audit payment .....	04112
<b>Hotel/Motel Jefferson/Orleans (R-1029 DS)</b>	
Registration or payment with original or amended return .....	04121
Accounts receivable or audit payment .....	04122
<b>NOEH Hotel Room Occupancy Tax (R-1325)</b>	
Registration or payment with original or amended return .....	04131
Accounts receivable or audit payment .....	04132
<b>Statewide Hotel/Motel (R-1029 H/M)</b>	
Registration or payment with original or amended return .....	04141
Accounts receivable or audit payment .....	04142
<b>SEVERANCE</b>	
<b>Oil</b>	
Registration or payment with original or amended return .....	08100
Accounts receivable or audit payment .....	08101
<b>Gas</b>	
Registration or payment with original or amended return .....	08200
Accounts receivable or audit payment .....	08201
<b>Minerals</b>	
Registration or payment with original or amended return .....	08600
Accounts receivable or audit payment .....	08601
<b>Timber</b>	
Registration or payment with original or amended return .....	08700
Accounts receivable or audit payment .....	08701
<b>Withholding</b>	
Registration or payment with original or amended return .....	01100
Accounts receivable or audit payment .....	01101

**To verify receipt of an EFT payment,  
call 922-3270 from the Baton Rouge area or toll free 1-888-829-3071.**

*These numbers are available 24 hours a day.*

### **EFT Assistance:**

Taxpayer Services Division ..... (225) 219-2203

### **Mail Applications and Returns to:**

Louisiana Department of Revenue  
EFT Processing  
Post Office Box 4018  
Baton Rouge, Louisiana 70821-4018

## Banking Information

Appendix II contains the procedures for making electronic payments by the ACH Credit payment method.

1. The EFT tax payments must be initiated by the due date of the taxes. The following transit/routing number and bank account number must be used for the payments:

Bank Transit/Routing Number: ..... 065400137  
 Bank Name: ..... Chase JP Morgan, Louisiana, N.A.  
 Bank Account Number: ..... 7900406139  
 Bank Account Title: ..... Louisiana Department of Revenue Electronic Funds Account  
 LDR's FEIN Number: ..... 726000805

2. Your financial institution will initiate the Automated Clearinghouse (ACH) file containing the tax payment transactions.
3. To ensure proper identification of the tax payments, the taxpayer is responsible for ensuring that the financial institution initiating the ACH payment file provides the correct information in the TXP Banking Convention Addenda Record of the payment transactions.

**The TXP Banking Convention Addenda Record requires the following information:**

- Louisiana Revenue Account Number
- Tax Type Code
- Tax Period End Date
- Payment Amount Type
- Payment Amount

### \*\*\* IMPORTANT \*\*\*

**The returns must still be filed and mailed to the address listed in Appendix I other than the exception described below. The EFT requirement has made no changes to the filing due dates of any tax return.**

**Exception: If an electronic payment is made for withholding tax and the payment represents the tax due, a paper tax return should not be filed. However, if the payment includes interest and penalties, a paper return must be filed showing the tax, interest, and penalties paid. Otherwise, the payment amount will be considered the tax amount due. Paper returns are required for the annual reconciliations (L-3s).**

## ACH Credit Payment Method: Sequence of Events

After the taxpayer has registered to make tax payments using the ACH Credit Payment Method, the sequence of events in making the payments will be as follows:

1. The taxpayer will determine the total amount of tax due with respect to the tax for which the payment is being made.
2. At a time arranged between the taxpayer and the taxpayer's financial institution, which must be before the due date of the payment, the taxpayer will provide the financial institution with the information necessary to initiate a timely ACH Credit transaction utilizing the National Automated Clearinghouse Association (NACHA) CCD+ entry and the TXP Banking Convention Addenda Record. In some cases, the taxpayer may actually create the ACH file and submit it to a financial institution for submission to the ACH Network. Additional information concerning the TXP Banking Convention Addenda Record required by the State of Louisiana is in the section titled "Louisiana Requirements for the TXP Addenda Record."

3. The taxpayer must file the return on or before the filing deadline.
4. The payment amount authorized by the taxpayer and initiated by the taxpayer's financial institution will be transferred from the taxpayer's bank account to the State of Louisiana's bank account the following morning.
5. The State of Louisiana's bank will provide the template in the ACH file and in the TXP Addenda Record to the Louisiana Department of Revenue for the payments to be credited to the taxpayer's account.

### **Verification of Receipt of Funds Transfer**

To verify that your payment has been received by the Louisiana Department of Revenue, call 922-3270 from the Baton Rouge calling area, or toll-free 1-888-829-3071 on a touchtone telephone. You will need to know your Louisiana Department of Revenue account number, the tax period end date, and the amount transferred. **Payment information will be available on the second business day following the date of transmission.**

### **Summary of ACH File Requirements**

ACH files are usually originated by the taxpayer's financial institution, but in some cases, the taxpayer may have made arrangements with a financial institution to create the file. For additional information concerning ACH files, please contact your financial institution or the Automated Clearinghouse Association for your region. An excellent source of information concerning ACH file requirements is NACHA's annual **ACH Rules: A Complete Guide to Rules & Regulations Governing the ACH Network**.

### **Summary of Records in ACH Files**

1. Each ACH file begins with a File Header Record.
2. After the File Header, there may be any number of batches.
3. Each batch is identified by a Batch Header Record and contains one or more Entry Detail Records. A TXP Addenda Record is required for each Entry Detail Record.
4. At the end of each batch is a Batch Control Record.
5. Each file is ended with a File Control Record.

The records in ACH files must be in the following sequence:

- **ACH Header Label Record**
- **File Header Record**
- **Batch #1**
  - Company/Batch Header Record
  - Entry Detail Records with TXP Addenda Records
  - Company/Batch Control Record
- **Batch #2**
  - Company/Batch Header Record
  - Entry Detail Records with TXP Addenda Records
  - Company/Batch Control Record
- **Batch #n**
  - Company/Batch Header Record
  - Entry Detail Records with TXP Addenda Records
  - Company/Batch Control Record
- **File Control Record**
- **ACH Trailer Label Record**

Any other sequence will cause the file to be rejected.

## ACH File Structure

The following is a brief description of the ACH file structure. Refer to **NACHA's ACH Rules: A Complete Guide to Rules & Regulations Governing the ACH Network** for more detailed information.

### File Header Record

The File Header Record designates physical file characteristics and identifies the immediate origin (Sending Point or ACH) and destination (Receiving Point or ACH) of the entries contained within the file or within the transmitted batched data. In addition, this record includes date, time, and file identification fields that can be used to identify the file uniquely.

### Company/Batch Header Record

The Company/Batch Header Record identifies the Originator and briefly describes the prearranged paperless debit or credit. For example, "Tax Payment" indicates the reason the transaction was originated. The Company/Batch Header Record contains the Transit Routing/ABA Number of the Originating Depository Financial Institution (ODFI) for settlement, routing of returns, and other control purposes. In addition, the Company/Batch Header Record can indicate the intended effective date of all transactions within the batch. The information contained in the Company/Batch Header Record applies uniformly to all subsequent Entry Detail Records in the batch.

### Entry Detail Records

Entry Detail Records contain that information sufficient to relate the entry to the Receiver; i.e., individual Depositing Financial Institution (DFI) account number, identification number, name, and the credit amount.

The information in the Company/Batch Header Record must be incorporated with the Entry Detail Records to describe fully that entry and all participants in the transaction. The information in the Company/Batch Header Record identifies the Originator. The Trace Number identifies the Originating Depositing Financial Institution. Depositing Financial Institution account information identifies both the Receiving Depository Financial Institutions (RDFI) and the specific account. The identification of the automated clearinghouse is implied through the transit and routing numbers of the ODFI and RDFI. In addition to the basic entry format, transaction codes for Entry Detail Records have been defined to accommodate prenotification records and return entries. Prenotifications are nondollar entries, identical to the basic entry format, but with appropriate transaction codes and zeros in the amount field. Prenotifications can be batched with other dollar entries or batched separately.

Addenda records will be used by the Originator to supply additional information about entry detail records that will be passed from the ODFI through the ACH to the RDFI. Only the NACHA sanctioned formats will be permitted as specified by the addenda type code. (See the section titled "Louisiana Requirements for the TXP Addenda Record.")

### Company/Batch Control Record

The Company/Batch Control Record contains the counts, the hash, and total dollar controls for the preceding detail entries within the indicated batch.

Since prenotification and addenda records are nondollar records, they are excluded from the total dollar control amounts. Prenotifications are hashed. Addenda records are not hashed. Both prenotification and addenda records are included in the entry/addenda counts; batch header and batch control records are not included.

### File Control Record

The File Control Record contains dollar, entry, and hash total accumulations from the company/batch control records in the file. This record also contains counts for the number of blocks and the number of batches within the file.

## **Louisiana Requirements for the TXP Addenda Record**

The TXP Banking Convention Addenda Record is made up of five major components:

- Louisiana Revenue Account Number
- Tax Type Code
- Tax Period End Date
- Payment Amount Type
- Payment Amount

Record formats are provided and the major components are explained on the following pages. Failure to provide the proper and correct information in the TXP Addenda Record may prevent the Louisiana Department of Revenue from properly crediting the taxpayer with the payment.

## **Louisiana Requirements for the TXP Addenda Record**

### ***TXP Banking Convention Addenda Record Format***

<b>Field Name Data Elements &amp; Separators</b>	<b>Field Size</b>	<b>Position</b>		<b>Contents</b>
		<b>Start</b>	<b>End</b>	
Record Type Code	1	01	01	7
Addenda Type Code	2	02	03	05
Free Form Area	80	04	83	See Page 21.
Special Addenda Sequence Number	4	84	87	Refer to ACH Rules.
Entry Detail Sequence Number	7	88	94	Refer to ACH Rules.

### **Louisiana Revenue Account Number**

The Louisiana Revenue Account Number field is a 10-character numeric field assigned by the Louisiana Department of Revenue.

**Example:** Louisiana Revenue Account Number - 1234567890

### **Tax Type Code**

Valid Tax Type Codes are listed in Appendix I. Should you have any questions identifying a Tax Type Code, please call (225) 219-2434 or (225) 219-2203.

### **Tax Period End Date**

The Tax Period End Date field is a 6-digit numeric field in the order of YYMMDD. This field must indicate the last day of the period covered by the related tax return.

For example, if reporting the December 2006 Tax Period End Date, 061231 would be entered.

When paying income tax declarations, the taxable period indicated should be the period denoted on the Corporation Income and Franchise Tax return (Form CIFT-620). Do not use the due date of the estimated payment.

## Payment Amount Type

The Amount Type field is a 1-character alphanumeric field. The letter “T” is used for regular tax payments. The letter “U” is used for payments under protest.

## Payment Amount

The Amount field is a 10-digit numeric field including the cents. For example, the amount \$1,234,567.89 would be populated in the field as 123456789.

If the amount of tax that you are paying exceeds \$99,999,999.99, transmit a separate transaction for the balance.

To ensure proper credit for the EFT payment, extreme care must be exercised in providing the correct information in the TXP Addenda Record.

## Louisiana Requirements for the TXP Addenda Record

### *TXP Banking Convention Addenda Record Format*

#### *Free Form Area*

Field Name Data Elements & Separators	Field Size	Position		Contents
		Start	End	
Segment Identifier	3	01	03	TXP
Separator	1	04	04	*
Louisiana Revenue Account Number	10	05	14	Numeric
Separator	1	15	15	*
Tax Type Code	5	16	20	See Appendix I.
Separator	1	21	21	*
Tax Period End Date	6	22	27	YYMMDD (numeric)
Separator	1	28	28	*
Payment Amount Type <sup>1</sup>	1	29	29	T for Tax U for Under Protest
Separator	1	30	30	*
Payment Amount	10	31	40	\$\$\$\$\$\$\$¢¢
Terminator	1	41	41	\
Filler	39	42	80	Spaces

<sup>1</sup> A separate transmission must be made for payments under protest.



## **Louisiana Recommendations for the Company Batch Header Record**

The TXP Addenda Record may not always be completely received by the Louisiana Department of Revenue because of error or software problems. If that occurs, it may not be possible to identify the taxpayer making the payment. To assist in resolving these error conditions, please provide the following information in the Company Batch Header Record.

<b>Field Name</b>	<b>Recommended Contents</b>
Company Name	Please enter the first 16 characters of the taxpayer name.
Company Identification	Please enter the number "1" plus the Federal Employer Identification Number of the taxpayer.
Company Entry Description	Please enter "TAXPAYMENT".

## **Louisiana Recommendations for the Entry Detail Records**

The TXP Addenda Record may not always be completely received by the Louisiana Department of Revenue because of error or software problems. If that occurs, it may not be possible to identify the taxpayer making the payment. To assist in resolving these error conditions, please provide the following information in the Entry Detail Records.

<b>Field Name</b>	<b>Recommended Contents</b>
Individual Identification Number	Please enter the same Taxpayer Identification Number provided in the TXP Addenda Record left justified, zero filled. (See "Louisiana Requirements for the TXP Addenda Record" for an explanation of the Taxpayer Identification Number.)
Individual Name	Please enter the first 22 characters of the taxpayer name.

See NACHA's annual **ACH Rules: A Complete Guide to Rules & Regulations Governing the ACH Network** for a more complete description of the Entry Detail Records.

## **Louisiana Electronic Funds Transfer (EFT) Program ACH Debit Payment Method**

Appendix III contains the procedures for making electronic payments by the ACH Debit method.

1. The EFT tax payments must be initiated on or before the due date of the taxes.
2. You will initiate tax payments through the third-party data collection center.
3. The TXP Banking Convention Addenda Record requires the following information:
  - Louisiana Revenue Account Number
  - Tax Type Code
  - Tax Period End Date
  - Payment Amount
4. A more detailed explanation of the requirements of the Louisiana EFT Program is in this document.

### **\*\*\* IMPORTANT \*\*\***

**Returns must still be filed and mailed to the address listed in Appendix I other than the exception described below. The EFT requirement has made no changes to the filing due dates of any tax returns.**

**Exception: If an electronic payment is made for withholding tax and the payment represents the tax due, a paper tax return should not be filed. However, if the payment includes interest and penalties, a paper return must be filed showing the tax, interest, and penalties paid. Otherwise, the payment amount will be considered the tax amount due. Paper returns are required for the annual reconciliations (L-3s).**

## **ACH Debit Payment Method Sequence of Events**

The sequence of events in making ACH Debit payments is as follows:

1. The taxpayer determines the total amount of tax due with respect to the tax for which the payment is being made.
2. The taxpayer initiates an ACH Debit transmission with the third-party data collection on or before the due date of the payment.
3. The taxpayer must file the return on or before the due date of the return.
4. The payment amount authorized by the taxpayer is transferred from the taxpayer's bank account to the State of Louisiana's bank account the following business day.
5. The State of Louisiana's bank provides the information in the ACH file and in the TXP Addenda Record to the Louisiana Department of Revenue for the payments to be credited to the taxpayer's account.

## **Verification of Receipt of Funds Transfer**

To verify that your payment has been received by the Louisiana Department of Revenue, call 922-3270 from the Baton Rouge calling area or toll-free 1-888-829-3071 on a touchtone telephone. You will need to know your Louisiana Department of Revenue account number, the tax period end date, and the amount transferred. Payment information will be available on the second business day following the date of transmission.

## Telephone (Voice) Instructions for ACH Debit Option

ACH Debit transactions must be initiated on or before the payment due date. The date that your funds are to be transferred will occur the following business day.

Use the following procedures to report your tax payment information. The messages that you will hear from the data collection center are shown as “OPERATOR.” Your response is shown for each message. After each field is given, the operator will repeat the information you provided.

### Initiating a Transmission

- 1. Please calculate the check digit of the Total Tax Payment Amount PRIOR to placing your call. This calculation ensures that the correct payment amount is initiated and received.

**Note:** EFT transmissions are not required if there is no tax due EXCEPT FOR WITHHOLDING TAXPAYERS who are using EFT transmissions as a substitute for paper returns.

The check digit calculation is the sum of the number of digits (including cents) plus the value of all the digits.

**Example:**

Amount of deposit	\$ 23,400.50	
a. Count the number of digits	2,3,4,0,0,5,0	= 7
b. Plus the value of these digits	2+3+4+5	= 14
c. The check digit is	7+14	= 21

**Retain this number for later verification.**

- 2. Dial 1-800-510-6592.  
Emergency Number 1-734-995-2700  
In the event of an emergency, such as the loss of the 800 service in your calling area, you may reach the data collection center with the above emergency number. (Please note that this is not a toll free number.)
- 3. In order to access the ACH network, you will need your preassigned security access code. This consists of a 5-digit company ID, a 10-digit location number, and a 3-digit tax account password. After the operator answers “Cash Management Operator nnn” (record the operator number for future reference), say:

**Security Access Code is:**

<div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div>
Company ID	Location Number	Tax Account Password

- 4. **OPERATOR: “Field 1 - Total Tax Payment.”**

For Total Tax Payment, say: \$\$\$\$\$\$.cc.  
Please provide dollars and cents. For example, if the Tax Amount is \$23,400.50, say 23 thousand 400 dollars and 50 cents. The maximum value is \$99,999,999.99. If the amount of tax that you are paying exceeds the maximum value, a separate transaction is needed for the balance. The operator will repeat the value and tell you the check digit that the system calculated and ask you if it is correct. This number should be compared to your previously calculated number. If the check digit is correct, say “yes.” If it is not correct, say “no,” and the operator will reenter the value.

**5. OPERATOR: “Field 2 - Tax Type Code.”**

See Appendix I for tax type codes. Your tax type code was also included in the letter you received containing your security codes.

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Tax Type Code

The operator will repeat the value and ask you if it is correct. Say “yes” if it is correct. Say “no” if it is not correct, and the operator will reenter the correct value.

**6. OPERATOR: “Field 10 - Under Protest.”**

If payment is not being made under protest, tell the operator, “no value for that field.” If payment is being made under protest, say “99”.

**7. OPERATOR: “Field 90 - Tax Period End Date.”**

For Tax Period End Date, say: mm/dd/yy\*.

**\*Note:** For Severance Tax filers, the tax period is entered as mm/yy.

For example, if reporting the December 2006 taxable period, say 12/31/06. The taxable period should be the same as the taxable period denoted on the tax return. When paying income tax declarations, the taxable period indicated should be the period denoted on the Corporation Income and Franchise Tax return (Form CIFT-620). Do not use the due date of the estimated payment. Please refer to Appendix V for withholding tax reporting period designations.

The operator will repeat the value and ask you if it is correct. Say “yes” if it is correct or “no” if it is not correct, and the operator will reenter the correct value.

8. The operator will provide you with a verification (trace) number for your transaction. Please note this number for your records. This number allows the Louisiana Department of Revenue to trace the transaction if any problem should arise.

9. Your transaction is complete. If you have additional tax payments to report, tell the operator your next preassigned security access code beginning with step 3 of the tax payment instructions for the tax type you wish to report.

If you have no additional payments to report, tell the operator that this will be the end of the report.

## Correcting a Transaction

**SAME DAY:** You have the ability to correct an ACH Debit transaction if a correction call is made on the same day the original transaction was entered. If you need to correct information related to a payment under protest, you will need to cancel the incorrect transmission and initiate a new one. These items cannot be modified after they have been captured.

In order to correct a transaction:

1. Call 1-800-669-3110.

2. Tell the operator: “I need to make a correction. My security code is”:

--	--	--	--	--

Company ID

--	--	--	--	--	--	--	--	--	--

Location Number

--	--	--

Tax Account  
Password

3. Be prepared to tell the operator the original operator number, the entry date, the original trace number, plus the correct value for each field.
4. An operator will call you back with a new trace number for your correction.

**DIFFERENT DAY:** If you need to correct an **underpayment** to an ACH Debit transaction on a different day than the original transaction was originated, you must call the data collection center at 1-800-669-3110 and complete steps 1 through 9 indicated on the previous pages of these instructions and initiate only the additional amount due. **If you discover that you initiated an overpayment to an ACH Debit transaction on a different day than the original transaction, you must apply for a refund through the regular channels.**

## Canceling a Transaction

To cancel the current transaction, simply notify the operator at any point during your call. The entire transaction will be canceled.

To cancel a previous transaction the SAME DAY:

1. Call 1-800-669-3110.
2. Tell the operator: "I need to cancel a transaction. My security code is":

--	--	--	--	--

Company ID

--	--	--	--	--	--	--	--	--	--

Location Number

--	--	--

Tax Account  
Password

3. Be prepared to tell the operator the original trace number.
4. An operator will call you back with a new trace number for your cancellation.

## Problems

If you have any difficulty reaching the ACH system or relaying any necessary information, please notify the tax division at the telephone number listed in Appendix I.

## Telephone (Touchtone) Instructions for ACH Debit Option

ACH Debit transactions must be initiated at least one banking day prior to the tax due date. Your funds will be transferred the following business day. Use the following procedures to report your tax payment information. The messages that you will hear from the data collection center are shown as "SYSTEM." Your entry item is shown for each message.

- Use the number buttons to enter all numbers.
- Use the \* button to enter a decimal point in a dollar amount or to separate MM\*DD\*YY.
- Use the # button to indicate the end of an entry.
- Enter \*\*\*# at any point during your call to cancel the transaction.

## Initiating a Transmission

1. Please calculate the check digit of the Total Tax Payment Amount prior to placing your call. This calculation ensures that the correct payment amount is initiated and received.

**Note:** EFT transmissions are not required if there is no tax due except for Withholding Taxpayers who are using their EFT transmission as a substitute for a paper return.

The check digit calculation is the sum of the number of digits (including cents) plus the value of all the digits.

**Example:**

Amount of deposit	\$ 23,400.50	
a. Count the number of the digits	2,3,4,0,0,5,0	= 7
b. Plus the value of these digits	2+3+4+5	= 14
c. The check digit is	7+14	= 21

**You will be asked later to verify this number.**

2. Dial 1-866-221-8322.

Emergency Number 1-734-995-2700

In the event of an emergency, such as the loss of the 800 service in your calling area, you may reach the data collection center with the above number. (Please note that this is not a toll free number.)

3. SYSTEM: "Welcome, please enter your ID" (your preassigned security access code consisting of a 5-digit company ID, a 10-digit location number, and 3-digit tax account password, separated by asterisks):

					*										*				#
Company ID					Location Number										Tax Account Password				

4. SYSTEM: "Welcome to the Louisiana Department of Revenue's EFT Service. Enter value for Total Tax Payment."

Enter the Total Tax Payment: \$\$\$\$\$\$\*cc#.

The maximum value is \$99,999,999.99. If the amount of tax that you are paying exceeds the maximum value, a separate transaction is needed for the balance.

SYSTEM will calculate a check digit and say, "The check digit is ##. Is this correct?" This number should be compared to your previously calculated number. If the check digit is correct, press 1#; if incorrect, press 0#. If 0 is selected, the system will ask you to reenter your total tax payment. This verification procedure will be repeated after each field entered.

5. SYSTEM: "Enter value for Tax Type Code."

See Appendix I for a list of tax type codes. Your tax type code was also included in the letter you received containing your security codes.

					*
Tax Type Code					

SYSTEM will repeat the tax type code and will ask: "Is that correct?" If it is correct, press 1#; if incorrect, press 0#. If 0# is selected, the system will ask you to reenter the tax type code.

6. SYSTEM: "Enter value for under protest."

Enter "#" if payment is not being made under protest. Enter "99#" if payment is being made under protest.

7. SYSTEM: "Enter value for Tax Period End Date."

Enter Tax Period End Date: MM\*DD\*YY#\*.

**Note:** For the Severance Tax filers, the tax period is entered as mm/yy.

For example, if reporting the December 2006 taxable period, you would enter 12\*31\*06#. The taxable period should be the same as the taxable period denoted on the tax return. When paying income tax declarations, the taxable period indicated should be the period denoted on the Corporation Income and Franchise Tax return (Form CIFT-620). Do not use the due date of the estimated payment. Please refer to Appendix V for withholding tax reporting period designations.

SYSTEM will repeat the tax period end date and will ask: "Is that correct?" If correct, press 1#; if incorrect, press 0#. If 0# is selected, the system will ask you to reenter the tax period end date.

8. SYSTEM: "Your trace number is ...."

The system has provided you with a trace number for your transaction. Please note this number for your records. This number allows the Louisiana Department of Revenue to trace your transaction if a problem occurs.

9. SYSTEM: "Please enter your ID."

If you have additional tax payments to report, enter your preassigned security access code beginning with step 3 of the tax payment instructions for the tax type you wish to report.

If you have no additional payments to report, press 0# to end the call.

SYSTEM: "Thank you for using the Louisiana Department of Revenue's EFT Service. Have a good day."

## Correcting a Transaction

**SAME DAY:** You have the ability to correct an ACH Debit transaction if a correction call is made the SAME DAY the original transaction was entered.

If you need to correct information related to a payment under protest, you will need to cancel the incorrect transmission and initiate a new one. These items cannot be modified after they have been captured.

1. Call 1-800-669-3110.

2. Tell the operator: "I need to make a correction. My security code is":

--	--	--	--	--

Company ID

--	--	--	--	--	--	--	--	--	--

Location Number

--	--	--

Tax Account  
Password

3. Be prepared to tell the operator the original trace number, plus the correct value for each field.

4. An operator will call you back with a new trace number for your correction.

**DIFFERENT DAY:** If you need to correct an **underpayment** to an ACH Debit transaction on a different day than the original transaction was originated, you must call the data collection center at 1-800-669-6996 and complete steps 1 through 9 indicated on the previous pages of these instructions and initiate only the additional amount due. **If you discover that you initiated an overpayment to an ACH Debit transaction on a different day than the original transaction, you must apply for a refund through the regular channels.**

## Canceling a Transaction

To cancel the current transaction, simply enter three asterisks and the pound sign (\*\*\*) at any point during your call. The entire transaction will be canceled.

To cancel a previous transaction the SAME DAY:

1. Call 1-800-669-3110.
2. Tell the operator: "I need to cancel a transaction. My security code is":

--	--	--	--	--

Company ID

--	--	--	--	--	--	--	--	--	--

Location Number

--	--	--

Tax Account  
Password

3. Be prepared to tell the operator the original trace number.
4. An operator will call you back with a new trace number for your cancellation.

## PC/Terminal Instructions for ACH Debit Option

**Note:** This is not online filing.

ACH Debit transactions must be initiated at least one banking day prior to the tax payment date. The date that your funds are to be transferred will occur the following business day.

Use the following procedures to report your tax payment information. The prompts that you will see from the data collection center are shown in quotes. Your entry item is shown for each prompt.

1. Establish communication with your ACH data collection center utilizing your communication software and telephone modem. Use the following settings:

Data Bits: 7

Parity: Even

Stop Bits: 1

2. Dial 1-866-883-7633 for both 1200 baud modem speed and for 2400 or above baud modem speed. When the call is answered, you should hear a high-pitch tone on the other end.

Alternate number: 1-866-883-7650 or 7653

Emergency number: 1-800-669-3110 to speak to an operator.

3. After the "CONNECT" message, press "Enter" or carriage return key twice. It will display:

Autonet Line XXXXX

4. Then the system will prompt for "COMMAND":

Type in your preassigned security access code, which consists of a 5-digit ADP system account number and a 4-digit ADP system user number, with a comma between the account and user number.

3	3	1	7	6	,				
---	---	---	---	---	---	--	--	--	--

ADP System Account Number

ADP System Password

Press the <enter> key.



5. The terminal will display “Network Services” followed by “Password.”

Type in your 3-digit ADP System Password

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**ADP System  
Password**

and press the <enter> key.

The system will display:

“Welcome to the Louisiana Department of Revenue’s EFT Service.”

6. Log-on information will be displayed and the system will ask for the “Location Number” (Revenue Account Number).

Type in:

--	--	--	--	--	--	--	--	--	--

**Revenue Account Number**

and press the <enter> key.

7. The system will next ask for the “Password” for Location.

Type in your 3-digit tax account password

--	--	--

**Tax Account  
Password**

and press the <enter> key.

8. The system will then display:

[Deposit data reporting service]

You will be prompted for:

(E,C,A,I) Entry, Correction, Adjustment, or Inquiry. Type in “E” when reporting a payment, then press the <enter> key.

9. The system will then prompt for “(1) Total Tax Payment.”

Type in the total tax amount and press the <enter> key.

For example, if the tax amount is \$23,400.50, enter 23400.50. Maximum value is \$99,999,999.99. If the amount of tax that you are paying exceeds the maximum value, a separate transaction is needed for the balance.

**Note:** EFT transmissions are not required if there is no tax due EXCEPT FOR WITHHOLDING TAXPAYERS who are electing to use their EFT transmission as a substitute for a paper return.

10. The system will then prompt for “(2) Tax Type Code.”

Type in your tax type code. (See Appendix I for a list of tax type codes. Your tax type was also included in the letter you received containing your security codes.)

--	--	--	--	--

**Tax Type Code**

Press the <enter> key.

11. The system will then prompt for “(10) Under Protest.” Enter Tax Period End Date: mm/dd/yy.\*

**\*Note:** For Severance Tax filers, the tax period is entered as mm/yy.

If payment is being made under protest, type in “99” and press the <enter> key. If payment is not being made under protest, press the <enter> key and continue to the next field.

12. The system will then prompt for “(90) Tax Period End Date.”

For example, if reporting the December 2006 taxable period, you would enter 12/31/06 and press the <enter> key. The taxable period should be the same as the taxable period denoted on the tax return. When paying income tax declarations, the taxable period indicated should be the period denoted on the Corporation Income and Franchise Tax return (Form CIFT-620). Do not use the due date of the estimated payment. Please refer to Appendix V for withholding tax period designations.

13. The system will display your verification (trace) number for this transaction. Please note this number for your records. This number allows the Louisiana Department of Revenue to trace your transaction if any problem should arise.

14. Your transaction is complete. The system will prompt for “Location Number.” If you have additional payments to report for this tax type, begin with step 6.

If you have additional tax payments for a different tax type to report, type “HELLO” and begin with step 4 of the tax payment instructions for the tax type you wish to report. If not, your transaction is complete. Type in “DONE” and press the <enter> key.

## **Correcting a Transaction**

**SAME DAY:** You have the ability to correct an ACH Debit transaction through the Network if the correction procedure is completed the SAME DAY the original transaction was initiated.

If you need to correct field “(10) Under Protest,” you will need to cancel the incorrect transmission and initiate a new one. This field cannot be modified on the correction screen.

To correct a transaction:

1. Establish communication repeating steps 1 through 7 listed on previous pages.
2. When the system prompts you for Entry, Correction, Adjustment, or Inquiry, type in “C” and press the <enter> key.
3. The system will prompt you for the date of the original entry. Type in the date (MM/DD/YY) and press the <enter> key.
4. The system will prompt you for the original verification (trace) number. Type in the number and press the <enter> key. The system will then prompt with the original value entered. If the value is correct, press the <enter> key and it will default to the original value.
5. The system will display in order the values previously reported and prompt you for new values. After each prompt, type in the new value and press the <enter> key. If the value is not being changed, press the <enter> key.
6. The system will prompt you for a field number. Type in “DONE” and press the <enter> key. When the system provides a new trace number, your correction is complete. Please note this number for your records. This number allows the Louisiana Department of Revenue to trace your transaction if any problem should arise.
7. The system will prompt you for the next “Location Number.” Type in “DONE” or three asterisks (\*\*\*) and press the <enter> key to log off the system.

DIFFERENT DAY: If you need to correct an **underpayment** of an ACH Debit transaction on a different day than when the original transaction was originated, you must call the data collection center and complete steps 1 through 14 indicated on the previous pages of these instructions and initiate only the additional amount due. **If you discover that you initiated an overpayment of an ACH Debit transaction on a different day than the original transaction, you must apply for a refund through the regular channels.**

## Canceling a Transaction

To cancel the current transaction, simply enter three asterisks (\*\*\*) at any point during your call. The entire transaction will be canceled.

To cancel a previous transaction the SAME DAY, follow steps 1 through 4 of the correcting instructions above. When the system displays the previous total tax payment entered and asks you for the new value, type in "PURGE" and press the <enter> key. The system will provide you with a new verification number. Then follow step 7 of the correcting a transaction section.

## Problems

If you have any difficulty reaching the ACH system or relaying any of the necessary information, please notify the Taxpayer Services Division at (225) 219-2203.

## **Immediately Investible Funds**

Immediately investable funds include cash, cashier's checks, and money orders. They DO NOT include FedWire transfers.

Taxpayers choosing to pay by immediately investable funds must deliver their payment and corresponding return to the Department in person or by courier between the hours of 8:00 a.m. and 4:30 p.m. on or before the due date of the return. If the due date falls on a weekend or a State of Louisiana legal holiday, the payment and return must be delivered on the first business day thereafter. Bank or Federal Reserve holidays do not affect the due date of immediately investable funds.

Taxpayers may elect to pay by using e-check "Easy Pay". The taxpayer would need to sign up through our website at [www.revenue.louisiana.gov](http://www.revenue.louisiana.gov).

To register, you must:

1. Go to the Department's website ([www.revenue.louisiana.gov](http://www.revenue.louisiana.gov)) and click on (e) FILE and (e) PAY.
2. Click Continue.
3. Click on Business Tax Online Payments.
4. Enter your Louisiana Revenue Account Number.
5. Select Tax Payment type.
6. Click on New Registration.
7. Fill in form.
8. Select your PIN and submit.

After you have successfully entered your information, and your PIN is accepted, you will be able to pay the amount due through the site.

**The e-check tax payment must be initiated by the due date of the taxes.**

### **Louisiana Department of Revenue location addresses are as follows:**

**Baton Rouge Main Office**

617 North Third Street  
Baton Rouge, LA 70802-5428  
(225) 219-2112

**Lafayette Regional Office**

825 Kaliste Saloom Road  
Brandywine III, Suite 150  
Lafayette, LA 70508-4237  
(337) 262-5455

**New Orleans Regional Office**

1555 Poydras, Suite 2100  
New Orleans, LA 70112-3707  
(504) 568-5233

**Baton Rouge Regional Office**

8549 United Plaza Boulevard,  
Suite 200  
Baton Rouge, LA 70809-0206  
(225) 922-2300

**Lake Charles Regional Office**

One Lakeshore Drive, Suite 1550  
Lake Charles, LA 70629-0001  
(337) 491-2504

**Shreveport Regional Office**

1525 Fairfield Avenue  
Shreveport, LA 71101-4371  
(318) 676-7505

**Alexandria Regional Office**

900 Murray Street  
Room B-100  
Alexandria, LA 71301-7643  
(318) 487-5333

**Monroe Regional Office**

122 St. John Street, Room 105  
Monroe, LA 71201-7338  
(318) 362-3151

**Thibodaux Regional Office**

1418 Tiger Drive  
Thibodaux, LA 70301-4337  
(985) 447-0976

## Withholding Tax Periods and Due Dates

### Monthly Filers

Monthly returns are due by the last day of the month following the close of the month during which wages were paid. Electronic payments must be initiated by the State's bank by the statutory due date. Refer to page 3 for more information on transmission deadlines.

<b>Wages Paid</b>	<b>Tax Period</b>	<b>Due Date</b>
01/01/YY - 01/31/YY	01/31/YY	02/28/YY*
02/01/YY - 02/28/YY*	02/28/YY	03/31/YY
03/01/YY - 03/31/YY	03/31/YY	04/30/YY
04/01/YY - 04/30/YY	04/30/YY	05/31/YY
05/01/YY - 05/31/YY	05/31/YY	06/30/YY
06/01/YY - 06/30/YY	06/30/YY	07/31/YY
07/01/YY - 07/31/YY	07/31/YY	08/31/YY
08/01/YY - 08/31/YY	08/31/YY	09/30/YY
09/01/YY - 09/30/YY	09/30/YY	10/31/YY
10/01/YY - 10/31/YY	10/31/YY	11/30/YY
11/01/YY - 11/30/YY	11/30/YY	12/31/YY
12/01/YY - 12/31/YY	12/31/YY	01/31/YY

\*02/29/YY in leap years

### Quarterly Filers

Quarterly returns are due by the last day of the month following the quarter during which wages were paid. Electronic payments must be initiated in time to be received by the State's bank by the statutory due date. Refer to page 3 for more information on transmission deadlines.

<b>Wages Paid</b>	<b>Tax Period</b>	<b>Due Date</b>
01/01/YY - 03/31/YY	03/31/YY	04/30/YY
04/01/YY - 06/30/YY	06/30/YY	07/31/YY
07/01/YY - 09/30/YY	09/30/YY	10/31/YY
10/01/YY - 12/31/YY	12/31/YY	01/31/YY

**Semi-Monthly Filers**

Semi-monthly returns for wages paid between the 1st and 15th day of the month are due by the last day of the month during which the wages were paid. Returns for wages paid between the 16th and last day of the month are due by the 15<sup>th</sup> day of the following month. Electronic payments must be initiated in time to be received by the State's bank by the statutory due date. Refer to page 3 for more information on transmission deadlines.

<b>Wages Paid</b>	<b>Tax Period</b>	<b>Due Date</b>
01/01/YY - 01/15/YY	01/15/YY	01/31/YY
01/16/YY - 01/31/YY	01/31/YY	02/15/YY
02/01/YY - 02/15/YY	02/15/YY	02/28/YY*
02/16/YY - 02/28/YY*	02/28/YY*	03/15/YY
03/01/YY - 03/15/YY	03/15/YY	03/31/YY
03/16/YY - 03/31/YY	03/31/YY	04/15/YY
04/01/YY - 04/15/YY	04/15/YY	04/30/YY
04/16/YY - 04/30/YY	04/30/YY	05/15/YY
05/01/YY - 05/15/YY	05/15/YY	05/31/YY
05/16/YY - 05/31/YY	05/31/YY	06/15/YY
06/01/YY - 06/15/YY	06/15/YY	06/30/YY
06/16/YY - 06/30/YY	06/30/YY	07/15/YY
07/01/YY - 07/15/YY	07/15/YY	07/31/YY
07/16/YY - 07/31/YY	07/31/YY	08/15/YY
08/01/YY - 08/15/YY	08/15/YY	08/31/YY
08/16/YY - 08/31/YY	08/31/YY	09/15/YY
09/01/YY - 09/15/YY	09/15/YY	09/30/YY
09/16/YY - 09/30/YY	09/30/YY	10/15/YY
10/01/YY - 10/15/YY	10/15/YY	10/31/YY
10/16/YY - 10/31/YY	10/31/YY	11/15/YY
11/01/YY - 11/15/YY	11/15/YY	11/30/YY
11/16/YY - 11/30/YY	11/30/YY	12/15/YY
12/01/YY - 12/15/YY	12/15/YY	12/31/YY
12/16/YY - 12/31/YY	12/31/YY	01/15/YY

\*02/29/YY in leap years

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

R-20201 (8/07)

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